ISM
INTERNATIONAL
SCHOOL OF MANAGEMENT
University of Applied Sciences

INFORMATION GUIDE FOR
INTERNATIONAL STUDENTS

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VISA ISSUES

Non EU-students and students from countries other than the USA, Australia, Israel, Japan, Canada, New Zealand, and South Korea who would like to study in Germany need an appropriate visa for entry. You need to apply for your student visa at the responsible German embassy or consulate in your home country.

Please note: The entry with a tourist or visitor visa is not sufficient for study purposes!

The visa application has to state explicitly the reason for your stay in Germany (e.g. studies, etc.).

In particular the following documents need to be attached to the visa application:
- Certification of acceptance of the ISM
- Proof of sufficient financial funds (for example with the help of the document "Verpflichtungserklärung" which you get from the German embassy if you have a person living in Germany)

For further information please contact the respective German consular mission abroad.

HEALTH INSURANCE

Students are required to bring proof of a valid health insurance policy. All students in Germany are obliged by law to hold such a policy. The German social security system generally treats German and foreign students alike, meaning that foreign students may apply for health insurance coverage by the "gesetzliche Krankenversicherungen" in Germany, currently available at a rate of about 80 Euros per month. Students from select countries (especially EU) may be eligible for a waiver. They need to obtain a proof of their health insurance coverage from their home insurance institution (i.e. European Health Insurance Card) and present it at one of the health insurance funds, who will issue an insurance number and an insurance exemption certificate. Students must present this exemption certificate upon arrival at the ISM. International Students with private insurance coverage may also be waived the compulsory health insurance if they obtain a proof of coverage from their home insurance company translated into German that gives a detailed description of the content and scope of coverage. The health insurance company in Germany will examine this and may issue a waiver. NB: Please note that students over age 30 are not eligible for student health coverage by the German "gesetzliche Krankenversicherungen" and need to obtain private health insurance either in their home country or in Germany.

Tip: Techniker Krankenkasse (TK) is a statutory health insurance company in Germany with more than 8 million insured persons. In 2014 we started a cooperation with TK which means that the application is organized by ISM which makes it very easy. Due to the fact that you need a German bank account for the payment we will also help you to open an account. In addition you will always be able to find an English-speaking contact person at TK. If you are interested in applying for TK health insurance, please contact either Philippa von Kleist (**philippa.vonkleist@ism.de**) or Yue Liu (**yue.liu@ism.de**).

Other options are:

- Mawista: offers a monthly private health insurance for international students in Germany. Please have a look at **mawista.com**.
- Care Concept: please have a look at: **care-concept.de/krankenversicherung/gesetzliche-studentenversicherung/gesetzliche-studentenversicherung-antrag.php?vmnr=ZZMA120000@mail=ism@ism-dortmund.de**

SCHOLARSHIPS/GRANTS

ISM Grants

Bachelor:

Full Scholarship from the 1st term only
High-performing beginners receive a full scholarship including all tuition fees for the bachelor program (six terms) as well as the tuition fee for the completing bachelor thesis. The scholarship does not contain financial support regarding accommodation, living costs, learning material, etc. Only the tuition fees for international partner universities that can be covered by the ISM's tuition fee are covered by the scholarship.

Partial scholarship from 1st term and advanced terms
This kind of scholarship covers a part of the complete tuition fees at ISM.
It does not contain financial support regarding accommodation, living costs, learning material, etc.

Requirements

- Proof of financial need
- Full scholarship only: outstanding scholastic performance with a grade point average of 1.5 or better in the high school diploma
- Partial scholarship only: outstanding scholastic performance
- Essential extracurricular activity e.g. student associations, student council or assistant as well as outside the school in charity organizations
- Passed admission test at ISM

Please note that all three requirements are evaluated as award criteria. All of them are therefore relevant.

Important: Prerequisites for application is the successful completion of the ISM admission test. A signed study contract is not necessary. While applying for the full scholarship, the university place will remain reserved until the decision by the funding committee.

Master:

Full scholarship from 1st term only
High-performing beginners receive a full scholarship including all tuition fees for the master program (three terms) as well as the tuition fee for the completing master thesis. The scholarship does not contain financial support regarding accommodation, living costs, learning material, etc. Only the

tuition fees for international partner universities that can be covered by the ISM's tuition fee are covered by the scholarship.

Partial scholarship from 1st term and advanced terms
This kind of scholarship answers its purpose to cover a part of the complete tuition fees at ISM. It does not contain financial support regarding accommodation, living costs, learning material, etc.

Requirements
· Proof of financial need
· Full scholarship only: outstanding academic performance with a grade point average of 1.7 or higher in the first academic degree (e.g. Bachelor degree)
· Partial scholarship only: outstanding academic performance
· Essential extracurricular activity e.g. student associations, student council or assistant as well as outside the school/university in charity organizations
· Passed admission test at ISM

Please note that all three requirements are evaluated as award criteria. All of them are therefore relevant.

Important: Prerequisites for application is the successful completion of the ISM admission test. A signed study contract is not necessary. While applying for the full scholarship, the university place will remain reserved until the decision by the funding committee.

Translation of Grade
To translate your school grade into the German grading scale please use the so-called Bavarian formula:

$$N = 1 + 3 \cdot \frac{P_{max} - P}{P_{max} - P_{min}}$$

- Maximum grade (P_{max}) minus the grade you reached (P), divided through maximum grade (P_{max}) minus lowest sufficient grade (P_{min})
- Then multiply the result by three, plus 1.
- Please indicate clearly the minimum and maximum grade in your country.

Deadlines:

Applicants who are not visa-bound or who already have a visa (student visa), please submit your application by no later than the following dates of the corresponding year:

- Spring term: until January 15th (12 midnight)
- Fall term: until July 15th (12 midnight)

Applicants who are visa-bound and who have not yet received a visa (student visa), please submit your application by no later than the following dates of the corresponding year:

- Spring term: until December 15th (12 midnight)
- Fall term: until May 15th (12 midnight)

Important! The ISM scholarship and the Germany scholarship CANNOT be combined!

Germany Scholarship

The Germany Scholarship is made possible through equal donations from the German federal government and private sponsors. Scholarship students initially receive 300 euros a month for two terms. To be eligible for the scholarship, applicants must be currently enrolled as students or hold an offer of admission at the time of application. The selection process takes numerous aspects into account, including excellent results (grade point average higher than **2,0**) in qualifications already obtained by the applicants and their participation in social engagement work.

The application form is available at **https://bewerbung.dstip.de/ism**

Important! The ISM scholarship and the Germany scholarship CANNOT be combined!

DAAD

The DAAD supports more than 100,000 German and international students and scholars all over the world every year - making it the world's largest funding organization of its kind.
The DAAD's various scholarships can be viewed under the following scholarship database.
daad.de/deutschland/stipendium/en

Further information on the application procedure can be found at **daad.de**.

The Erasmus+ and PROMOS scholarships are available through funding from the DAAD. These two scholarships will then be awarded directly through the ISM. Therefore, please contact the International Office of your ISM Campus.

ERASMUS scholarship

Erasmus+ International scholarships for students are awarded directly by the ISM. Students who wish to go abroad through the Erasmus+ program should contact the International Office for further information and advice. The possible funding sum currently amounts to between 150 and 500 euros per month as a subsidy towards the cost of living. For an internship, students can receive a funding sum of at least 250 to the maximum amount of 700 euros. The funding level is based on three country groups (created according to cost of living), which the EU Commission has established. Erasmus+ scholarships can be combined with BAföG and the German fellowship.

PROMOS scholarship

Very high-performance students can receive a PROMOS scholarship to fund their foreign terms. The monthly funding is about 300 euros (which varies according to the target country and is based on the DAAD countries). The PROMOS foreign scholarships for students are awarded directly by the ISM. Please contact the International Office of your ISM Campus directly for details.

Please note that the Erasmus+ and the PROMOS scholarship cannot be combined with each other.

FEDERAL TRAINING ASSISTANCE ACT (BAFÖG)

The purpose of BAföG is to provide training assistance for those students who are not able to finance a course of training that suits their talents and interests, provides if they meet the criteria stipulated in BAföG. The act represents a sound contribution towards the establishment of equal opportunities in education. When introducing BAföG, the federal legislators considered it a constitutional duty to ensure that young people could benefit from comparable opportunities when embarking on careers, despite considerable differences in their social backgrounds. Although BAföG has undergone various amendments during its 45 years, this guiding principle still applies today. Such as all social security benefits, training assistance can only be claimed if the individual's financial means have been exhausted. For this reason, BAföG is dependent on family circumstances; the income of the student, his/her spouse, and his/her parents are all taken into consideration.

Who is eligible?

German nationals and students from EU or EEA Member States may be eligible for training assistance if they meet certain conditions: generally, applicants must live in Germany, and EU/EEA citizens must either as children have freedom of movement within the EU, or have themselves been gainfully employed in Germany. Other foreign nationals with certain legal statuses (for example, a permanent residency status) may also be eligible. Furthermore, training assistance can be awarded to other foreign nationals if they - or at least one parent - have been gainfully employed in Germany for several years prior to the commencement of training.

Overseas students coming to study in Germany and not meeting any of the above criteria are generally not entitled to BAföG support.

For detailed information about BAföG visit: **bmbf.de/en/the-german-federal-training-assistance-act-bafog-provides-educational-opportunities-2010.html.**

DEPOSIT

All international students have to pay an admission fee (deposit) before starting the study program. The study contract includes an additional agreement about this deposit of 1.490 €. With this payment the applicants may be eligible to receive additional services provided by the International Office prior to enrolment.

Please note that we ask for this fee before we issue the Letter of Admission. The deposit is not an additional fee because this amount will be fully subtracted from the second term tuition fee. Of course the deposit will be reimbursed if the student can prove that he cannot take up his studies at the ISM due to VISA rejection.

APPLICATION DEADLINE

For the bachelor programs the ISM has two intakes per year: One in March and one in September. Our master programs only start in September (except the Master's program International Business) and the MBA General Management begins each year in April.

As a prospective student the first thing you need to do is to register online for the admission process.

Bachelor programs

en.ism.de/full-degree-students/programs-in-english/bachelor-international-management-english-trail/admission-test-registration

Applicants who are visa-bound and who have not yet received a visa (student visa), please submit your application by no later than the following dates of the corresponding year:

- Spring term: until December 15th (12 midnight)
- Fall term: until June 15th (12 midnight)

For applicants who are not visa-bound or who already have a visa (student visa), there is the possibility to apply later. Please feel free to contact your student advisor!

Master programs

en.ism.de/full-degree-students/programs-in-english/master-international-management/admission-test-registration

Applicants who are visa-bound and who have not yet received a visa (student visa), please submit your application by no later than the following dates of the corresponding year:

- Spring term: until December 15th (12 midnight) – only Master's program International Business
- Fall term: until June 15th (12 midnight)

For applicants who are not visa-bound or who already have a visa (student visa), there is the possibility to apply later. Please feel free to contact your student advisor!

MBA General Management:

en.ism.de/full-degree-students/programs-in-english/mba-general-management/admission-requirements

Application deadline spring term: **28 February**

STUDY LOCATIONS

You can choose between six ISM study locations in Germany. We offer all our bachelor programs at each campus. If you would like to study one of our master programs you can choose between two or more locations. The MBA program you could only absolve in Dortmund.

Dortmund

The largest ISM Campus is located in North Rhine-Westphalia, only 15 minutes from Dortmund city center. It was founded in 1990 and currently hosts more than 850 students studying in state-of-the-art, well-equipped seminar rooms.

The quality of life in Dortmund is enriched by a wide selection of cultural and sport activities (Dortmund is home to Borussia Dortmund), wonderful parks and a city center that offers every possible opportunity to shop, dine and relax. Located in the heart of the Rhine-Ruhr area, Dortmund has an excellent public transport network which connects the city to neighboring cities such as Bochum, Essen, Dusseldorf and Cologne.

Frankfurt

Frankfurt/Main was founded in 2007 and is located just outside the city center in Sachsenhausen. Currently, almost 720 students are preparing for their management careers at this campus. The state-of-the-art lecture halls are located in the Renaissance-Haus, a special highlight is a roof terrace with a panoramic view of the Frankfurt skyline.

The city of Frankfurt is home to the European Central Bank, the German Bundesbank, the Frankfurt Stock Exchange, as well as Germany's largest airport. However, Frankfurt offers not only urbanity, but also many possibilities for relaxation in the surrounding Taunus area.

Munich

The ISM Campus in Munich was founded in 2009 and is located in Karlshoefen, just a few minutes away from Königsplatz and the main train station. Around 740 students are currently enrolled here, and they have fallen for the charm of this Bavarian metropolis.

Munich is one of Germany's largest university cities and an economic powerhouse. Besides its characteristic classical architecture, the city also hosts the world's biggest beer garden tradition and is home to the famous German Oktoberfest. Students here have many cultural and social activities to choose from. With well-known companies such as ProSiebenSat1, the C.H. Beck Publishing House, BMW and Sony nearby, students can be sure that their study in Munich will be geared to the needs of the real business world.

Hamburg

The ISM Campus in Hamburg was founded in 2010 and is ideally located in the HafenCity, near Hamburg's warehouse district and downtown. The campus currently hosts about 560 students. A special highlight is the large courtyard for relaxation, studying or chatting with other students.

The city of Hamburg offers a wide range of cultural activities including theater, opera, numerous museums and galleries as well as the famous neighborhood of St. Pauli. As one of Germany's most important economic hubs, Hamburg is also an exciting location to study with outstanding possibilities for internships, business projects and entry positions.

Cologne

In 2014 the ISM Campus in Cologne opened. The Campus with currently around 280 students is located at Mediapark 5c. The new premises meet the private business school's overall requirements, boasting a modern architectural design as well as a pleasant atmosphere, thanks to floor-to-ceiling windows which bathe the seminar rooms in light.

With more than 1 million inhabitants, Cologne is an attractive base for internationally minded businesses. Companies from a wide variety of industries have made Cologne their home, beginning with the carmaker Ford, the city's number 1 employer. The REWE grocery chain and numerous subsidiaries, the AXA insurance group and the chemicals firms Lanxess and Bayer are also attractive among students seeking internships and their first jobs, as are the numerous media companies based in the city.

Stuttgart

ISM´s newest campus in Stuttgart offers our programs from spring term 2016. The city of Stuttgart is the home of numerous world famous companies. Besides automotive giants, such as Mercedes-Benz and Porsche, many renowned businesses, like Kärcher, Würth, IBM, Bosch or Stihl, provide ample opportunities to complete work placements, participate in workshops and prepare for future careers.

In Stuttgart, ISM has taken over a campus, boasting an exceptional infrastructure and currently 220 students, from another university. The campus is just a few minutes walking distance from south of the city center and is easy to reach using public transport. A large and spacious lounge ensures a bright and airy ambience, and there is also a library. Needless to say, the study rooms are bright and modern.

ACCOMMODATION

It's really important to arrange an accommodation as early as possible because especially in the big cities like Cologne, Munich or Hamburg priced accommodation is in short supply. Our International Office will send you detailed information after you applied successfully and they will assist you in searching but we cannot guarantee an accommodation for you.

The "Studentenwerk" is responsible for rooms in student halls of residence. It's often a cheap kind of accommodation but you have to apply really early. You will find a Studentenwerk in each city where the ISM is located. If you are interested in applying at the Studentenwerk in Dortmund, please contact our colleagues in the International Office. They also provide you with a more detailed accommodation guide.

If you would like to live in a flat it could be helpful to look in the local newspapers but you could also find numerous offers online:

wg-gesucht.de **immobilienscout.de** **wohngemeinschaft.de**
housinganywhere.de **smartments.de**

"Wohngemeinschaft" or the short term "WG" means that you have your own room but you share the flat with other people. It's a great opportunity to get to know other students and especially to get to know Germans and their way of living.

If you are looking for an accommodation for the first days or a short period of time hostels or couchsurfing could be also a cheap alternative.

couchsurfing.org

If you prefer your own student apartment and don´t want to share a flat, you can have a look at THE FIZZ or UNINEST student residences. So far they offer fully furnished student apartments with an own kitchenette and bathroom in the city of Frankfurt Main – Beyond that UNINEST offers student residences in Hamburg.

the-fizz.com/student_accommodation/ **uninestudents.de**

MOBILE PHONES

If you want to use your mobile phone in Germany, it is probably cheapest to switch to a German provider. In order to find a suiting offer it makes sense to first determine the following:

How many minutes will I talk? How many SMS will I send? How much data will I use?

A comparison site for mobile rates can help you to find the right offer for the most common user types. For example take a look on **check24.de/handytarife** or **verivox.de/handytarife-vergleich** in order to find the right offer for you.

For an alternative in your neighbourhood, you should look out for:
Supermarkets: LIDL, ALDI, PLUS
Saturn (multimedia store)
Phone Shops: T-Mobile, O2, E-Plus, Vodafone

GERMAN LANGUAGE COURSES

If you are interested in taking German language courses on your own initiative – here is a list with some institutions and language schools located in the cities with ISM campuses and abroad:

Dortmund

Inlingua
Standard courses, intensive courses, afternoon courses, evening courses, integration courses, all courses in small groups or as a single tuition:
inlingua-dortmund.de/deutsch-lernen-in-dortmund/learning-german-in-dortmund.html

Interaktiv e.V.
Standard courses, intensive courses and preparatory courses for the testDaF:
deutsch-in-dortmund.de

Projekt Deutsch Lernen (PDL)
Intensive courses (beginners and advanced), grammar courses, preparatory courses for the testDaF, small communication training:
vfz.de/en/students/dates-fees

Frankfurt

DID Deutsch-Institut
Standard courses, intensive courses, preparatory courses for the testDaF or DSH examination, business courses, all courses in small groups or as a single tuition:
did.de/index.php5?id=frankfurt&L=1

EVO Language
Standard courses, intensive courses, preparatory courses, evening courses, conversation courses, summer courses, all courses in small groups or as a single tuition:
deutschkurse-in-deutschland.de/EN/german-courses-in-Frankfurt.htm

Goethe Institut
Standard courses, intensive courses, small-group courses, individual courses, business courses, courses for young people, all courses in small groups or as a single tuition:
goethe.de/ins/de/spr/enindex.htm

Inlingua
Standard courses, intensive courses, small-group courses, individual courses, business courses and courses for young people:
inlingua-frankfurt.de/en/learning-languages/german-courses.html

Munich

ASL International Sprachschule
Intensive courses, evening courses, preparatory courses, integration courses, vacation courses, all courses in small groups or as a single tuition:
aslsprachen.de/english/wir-1.htm

DeutschAkademie
Intensive courses, grammar courses, conversation courses, individual lessons, preparatory courses for the test DaF:
deutschakademie.de/munich-german-course/german-course/program/

EVO Language
Standard courses, intensive courses, preparatory courses, evening courses, conversation courses, summer courses, all courses in small groups or as a single tuition:
deutschkurse-in-deutschland.de/EN/german-courses-in-Munich.htm

Goethe Institut
Intensive courses, business courses, courses for young people, all courses in small groups or as a single tuition:
goethe.de/ins/de/spr/enindex.htm

Inlingua
Intensive courses, afternoon courses, evening courses, integration courses, all courses in small groups or as a single tuition:
inlingua-muenchen.de/en/german-courses.html

SDI Deutsch als Fremdsprache
Intensive courses, training seminars for the job:
sdi-muenchen.de/en/deutsch-lernen/

Hamburg

DeutschAkademie
Standard, courses, intensive courses, grammar courses, conversation courses, individual lessons, preparatory courses for the testDaF:
deutschakademie.de/hamburg-german-course/

EVO Language
Standard courses, intensive courses, preparatory courses, evening courses, conversation courses, summer courses, all courses in small groups or as a single tuition:
deutschkurse-in-deutschland.de/EN/german-courses-in-Hamburg.htm

Goethe Institut
Intensive courses, small-group courses, individual courses, business courses and courses for young people:
goethe.de/ins/de/spr/enindex.htm

Cologne

Carl Duisberg
Standard courses, intensive courses, crash courses, one-to-one training, German for the profession, diversified vacation courses:
carl-duisberg-german-courses.com/

Inlingua
Intensive courses, evening courses, afternoon courses, integration courses, all courses in small groups or as a single tuition:
inlingua-koeln.de/en/sprachen-lernen/german.html

Insula
Standard courses, intensive courses, evening courses and conversation courses:
insulakoeln.com/en/german-courses-offered

Stuttgart

Anglo-German Institute
Standard courses, intensive courses, evening courses, summer courses, all courses in small groups or as a single tuition:
anglo-german.com/german-language-centre/en/intensive-courses.php

Deutschkolleg
Standard courses, intensive courses, preparatory courses for the Test DaF:
deutschkolleg-stuttgart.de/en/german-course-programme.php

Inlingua
Intensive courses, afternoon courses, evening courses, integration courses, all courses in small groups or as a single tuition:
inlingua-stuttgart.de/en/german-course/

Language institutes abroad

g.a.s.t. - Gesellschaft für akademische Studienvorbereitung und Testentwicklung e.V.
The TestDaF is a language test for foreign learners of German who plan to study in Germany or who require recognised certification of their language skills. The TestDaF examination is centrally developed and rated by the TestDaF Institute based in Hagen, Germany. The test can be taken at licensed Test Centres in about 80 different countries. All examination candidates receive the same tasks and the examinations are graded by trained raters.
testdaf.de/fuer-teilnehmende/infos-in-ihrer-sprache/englisch/

STUDENT ADVISOR BACHELOR'S PROGRAMS

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